

## PRELIMINARY REVIEW PROCEDURE (PRP)

**Purpose:** The purpose of the Preliminary Review Procedure (PRP) is to permit an applicant to receive responses to a preliminary development proposal from several City staff professional disciplines (such as planning, zoning, building, engineering, traffic, police, fire, hazardous materials and landscape architecture) and other public agencies (such as the flood control, water and sanitary districts) prior to submitting an application for project approval.

Positions communicated in the meeting between applicant and staff held in conjunction with the PRP are valid for 120 days following that meeting. Such positions are further subject to modification in the event of any policy change which may subsequently be adopted by the Planning Commission or City Council prior to project approval by the appropriate City agency.

**Code/Policy Reference:** Not applicable.

### Submittal Requirements:

#### NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

- 1. A completed application form, signed by:
  - a. The current property owner(s), authorizing the project proposal.
  - b. The person who prepared the submittal, certifying its accuracy.
  - c. The billing party, acknowledging responsibility for charges.
- 2. Plans including the following items:
  - a. Vicinity map showing a one-half mile radius of the site.
  - b. Accurately dimensioned site plan showing:
    - (1) Property lines.

- (2) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.
  - (3) Parking, vehicle circulation areas and driveways.
  - (4) Pedestrian ways and recreation areas, existing and proposed.
  - (5) Development Reserve Boundary, Toe-of-the-Hill and Ridgeline, where applicable.
  - (6) Fencing.
  - (7) Easements on the property.
  - (8) All fire hydrants within 300 feet of the project site.
  - (9) All land uses surrounding the project site.
  - c. Schematic landscape plan, proposed or modified.
  - d. Elevations showing:
    - (1) Each side of all proposed buildings and/or existing buildings.
    - (2) Materials and colors to be used on each elevation.
  - e. Floor plans, indicating all intended uses of each area.
  - f. Tree survey plan showing location, species, caliper and base elevations of all existing trees with a trunk diameter of four inches or greater measured four feet above grade. Groves may be shown in an outline.
- 3. The number of plans required to be submitted with the application are:
- a. Nine (9) sets of full-sized plans (collated and folded to NO LARGER THAN 8" x 13").
  - b. Sixteen (16) copies of the plans reduced to 11" x 17", collated and folded to 8-1/2" x 11".
  - c. One rolled set of reproducible vellums of full-sized plans (unless the plans are 11" x 17" or smaller).
- Full-sized plans and sepias submitted should be no larger than 30" x 42".

- ☐ 4. Statistics checked below may be provided on the site plan or on a separate sheet:
  - ☐ a. Building floor area (measured from the exterior faces of the walls less any areas within the buildings devoted to parking/circulation, malls and similar areas).
  - ☐ b. An inventory of all tenant spaces on the property, listing the address (or suite number), type of business (or other use of the space) and floor area for each.
  - ☐ c. Floor Area Ratio (FAR) calculations, for commercial or industrial projects.
  - ☐ d. Building coverage of site.
  - ☐ e. Number of parking spaces, specifying the number of full size, handicapped, and compact spaces.
- ☐ 5. Twenty-five copies of a statement of proposed operations and design concept. The statement shall be prepared as a letter separate from the application forms. This statement shall include, if applicable, the hours and days of operation, a detailed description of the activities proposed under this project, and a description of the proposal.
- 6. A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.
- 7. A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.
- ☐ 8. A statement of Best Management Practices (BMP's) appropriate for the proposed development to prohibit pollutants from entering into storm water runoff. The BMP statement shall include measures for construction, long term operation, and maintenance of the project.

**Schedule Time Line:** An applicant meeting with the staff planner assigned to the project will be tentatively scheduled, at the time of application is filed, for a date approximately three weeks later. The date of the applicant meeting will be confirmed by letter.

Before the applicant meeting, the project will be reviewed by the City Technical Coordinating Committee (CTCC) for general ordinance and policy compliance. The CTCC will also determine generally what additional information would be needed to review the proposal further.

Any issues identified by the CTCC or staff planner will be discussed during the applicant meeting.

**Incomplete Applications:** Because of the optional nature of the Preliminary Review Procedure, there is no issue of formal completeness of application materials. Applicants should be aware, however, that the quality and completeness of the responses to their proposals will correspond directly to the quality and completeness of the materials they submit.

## **Development Impact Fees:**

### ***Commercial and Industrial Buildings***

Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

### ***Residential Developments***

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial buildings, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

**Fee:** The minimum deposit for your application is \$\_\_\_\_\_ and is due at the time of submittal. The actual charge will be based on staff time required to process the application, including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: \_\_\_\_\_ Phone: (510) 494-\_\_\_\_\_

for proposal: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_